

CIRCULAR LETTER #16/02

DATE: FEBRUARY 25, 2016

TO: ALL SCHOOLS OF BARBERING, COSMETOLOGY, AND ELECTROLOGY

FROM: CHRISTINE JONES, SCHOOL ANALYST

SUBJECT: TRANSFER OF CREDITS FROM ONE COURSE OF INSTRUCTION TO ANOTHER, REVISED PROOF OF TRAINING DOCUMENT, and QUARTERLY REPORTS

Transfer of Credits from One Course of Instruction to Another

- Business and Professions Code section 7367 - Transfer of Credits

Business and Professions Code section 7367 states:

“For students who change from one program of instruction to another, the board shall grant credit for training obtained in one course that is identical to training required in another course.”

To assist in determining what hours and operations a school can accept from one course of instruction to another and what hours and operations are still required to qualify a student to take an examination, the Board has created a “Transfer of Credits Course Breakdown” form (copy attached) listing the hours a school can accept and what hours are still required to qualify for an examination. It should be noted that the breakdown of hours is for students that are either licensed or have completed all the required hours in a course, and it is at the discretion of the school as to whether or not they will accept transfer hours/operations.

Please note it is ultimately the responsibility of the school to make sure that each student obtains the required hours and operations to qualify for an examination.

- Pre-Applying Students Transferring Hours from one Course of Instruction to Another
Effective immediately, the Board will no longer accept Pre-Applications for students transferring hours from one course of instruction to another due to the fact the Board has received several Proof of Training Documents (POT) for Pre-Applicants after the student has been scheduled to take the examination or that have taken the examination (who brought the POT to the examination site) and do not qualify for the examination based on the hours transferred and additional hours completed.

Revised Proof of Training Document (POT)

- The revised POT is attached, please make sure you are using this revised POT on all future POT's submitted to the Board. If you like to request a fillable POT, please email the Board at barbercosmo@dca.ca.gov. **Please make sure when submitting a POT to the Board that the POT is completed filled out and signed by both the student and authorized school representative after all training has been completed.**

Quarterly Reports

- Unfortunately, the quarterly reports are currently running with errors. The Board has requested a “fix” to the database, and the 4th quarter of 2015, and any future outstanding reports will be mailed out as soon as the error has been corrected. The Board is aware of the importance of these reports and is making every effort to correct the issue as quickly as possible, however please do not contact the Board for a status on the reports as they will be mailed as soon as possible.